

5
351.71
A3e
1970

STATE DOCUMENTS

SEP 13 1971

State of Montana

STATE OF MONTANA EXECUTIVE BUDGET MANUAL

Agencies & Institutions
For The 1973 Biennium

Department of Administration
Budget Division



3 0864 1006 3937 9



Date Due

MSL MAY 14 '75					
PRINTED IN U.S.A.					
127 CAT NO. 22231					

S/351.71/A3e

Montana. Administration, Department
of Executive budget manual, agencies
institutions for the 1973 biennium.
1970.

STATE DOCUMENTS

MONTANA STATE LIBRARY
930 East Lyndale Avenue
Helena, Montana 59601

STATE OF MONTANA
EXECUTIVE BUDGET MANUAL

Agencies & Institutions
For The 1973 Biennium

Department of Administration
Budget Division
May 15, 1970



State of Montana
Office of The Governor
Helena 59601

FORREST H. ANDERSON
GOVERNOR

May 15, 1970

All State Agencies and Institutions

Re: Budget Forms and Instructions for the 1973 Biennium

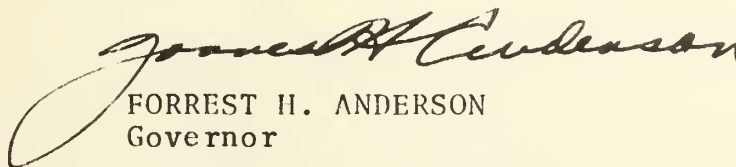
The Laws of Montana provide that the Governor must submit to each Legislative Assembly a budget or financial plan for the ensuing biennium. This is an essential aid to the executive and legislative branches for control of finances, and as a working guide to the administration of finances. The budget of each agency is presented to the Budget Division of the Department of Administration where a preliminary budget is prepared. The preliminary budget is the basis for formulation of the financial program which I will present to the Legislature.

The decisions which are made by the Budget Division and by the Legislature are based upon the budget presentation of each agency. Consequently, the validity of these decisions, as well as the entire budget, is determined by the quality of the information presented at the agency level.

As you know, the effective administration of state programs is essential to the conduct of responsive government. A significant improvement in state budgeting will be made as we are now implementing an improved program budget presentation, as requested by the last Legislature, and consistent with the current philosophies of governmental budgeting.

Careful and complete compliance with the spirit of the instructions contained in this manual will facilitate the budget process.

Sincerely,

A handwritten signature in dark ink, appearing to read "Forrest H. Anderson", is written over the printed name and title.

FORREST H. ANDERSON
Governor



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
HELENA 59601

May 15, 1970

TO: All State Agencies and Institutions

*FROM: Keith L. Colbo
Director
Budget Division
Department of Administration*

Enclosed is a supply of budget forms, a budget manual, and a copy of your program structure for the 1973 Biennium.

Please study the budget instruction manual carefully before working on your budget request. Several changes have been incorporated into these new forms, instructions, and program structure. These changes are fully explained in the budget instruction manual; however, if you have any questions, please do not hesitate to contact the Budget Division, Department of Administration.

KLC:ks

FORWARD

The *Executive Budget Manual* has been prepared by the Budget Division of the Department of Administration for the purpose of assisting agencies to comply with statutory and Budget Division requirements for the preparation and submission of budget requests for the 1973 *Executive Budget* presentation.

This 1973 *Executive Budget* will be substantially different from previous budgets in that it will be built on the program concept of budgeting. Each agency's activities will be summarized by program. This budget represents a significant step forward in fiscal administration in the State of Montana.

This manual is preceded by a "Glossary of Terms". The meaning of these terms should be carefully studied and understood before proceeding through the balance of these instructions.

SECTION I - PROGRAM BUDGET FORMAT SECTION II - BUDGET REQUEST PREPARATION SECTION III - SAMPLE BUDGET PRESENTATION

Each agency should carefully and completely comply with the instructions contained herein in order that a meaningful budget document may be developed for presentation to the 1971 Legislative Assembly. Any questions which may arise regarding either the forms or the instructions should be referred to the Budget Division, Department of Administration.

GLOSSARY OF TERMS

GOAL

A statement of the ultimate purpose or condition at which each level of the program structure is directed.

OBJECTIVE

A quantified statement of the desired level of accomplishment to obtain the stated goal(s) within a specified period of time.

INPUT

A measurement of the manpower, equipment, and dollars needed to achieve the stated objectives.

OUTPUT

A quantified measurement of the degree of accomplishment of a planned activity.

FUNCTION

A group of related activities aimed at accomplishing a major responsibility of State Government.

MAJOR PROGRAM AREA

A segment of a major functional area of State Government that includes a group of the same or similar objectives or services.

PROGRAM

A segment of a major program area that includes a combination of planned efforts to provide a service. Programs are generally, entirely within a single agency.

SUB-PROGRAM

A segment of a program which relates to specific purpose or area of service.

ELEMENT

A unit(s) of work designed to accomplish a sub-program.

CURRENT LEVEL SERVICES

Current level services includes the following two factors:

- A. Anticipated growth or decline in the population or area now affected by your program.
- B. Appropriate price level increases or decreases in the cost of materials used for the program.

EXPANDED SERVICES

Expanded services comprises the estimated cost of extending the existing services to an additional segment of the program population or area not previously served. As an expanded service, the program purposes and goals do not change to serve the population or area. The costs attributable to expanded services should be computed on a basis comparative to current level services.

NEW SERVICE REQUIREMENTS

New service requirements include the cost of providing new services and/or activities which are related to the existing services and activities of a program. New service requirements are for those services which have not been provided previously as opposed to expanded services, which is the extension of the same services or activities to a greater population or area.

TABLE OF CONTENTS

	PAGE
SECTION I PROGRAM BUDGET FORMAT	7
Agency Statement, Form BD-7	11
Program Statement, Form BD-8	13
Agency Breakdown by Function and Major Program Area	15
 SECTION II BUDGET REQUEST PREPARATION	 23
Summary of Program Costs, Form 300-73	25
Detail of Program Costs, Form 310-73	26
Detail of Fund and/or Account, Form 200-73	26
Budget Justification Forms	27
 SECTION III SAMPLE BUDGET PRESENTATION	 31

SECTION I

PROGRAM BUDGET FORMAT

INTRODUCTION

In recent years, much interest and concern has grown among governmental administrators about the necessity for better planning of long-range goals and forecasting of the expenditures which will be required to attain those goals. As a result of this concern, much has been said and written regarding a relatively old concept with some new refinements, commonly referred to as Planning-Programming-Budgeting System (PPBS).

The Budget Division of the State of Montana, and others, have shared in this concern that in the pursuit of short-run objectives we may be losing sight of larger goals. Therefore, in an attempt to effect a reversal of this trend, it has been decided that the budget for the 1973 Biennium will be presented on a modified program basis. This represents an initial step toward the development of PPBS for the State of Montana.

Program budgeting is essentially a system of planning and budgeting by programs which are goal oriented. It is directed toward levels of output of goods and services instead of toward the means (objects of expenditure) used to reach an output, and it is designed to provide a basis for the comparison of alternative ways of attaining desired goals. It is, in short, the systematic comparison of expenditures with planned goals.

The Budget Division, in developing a program budget structure for the State of Montana, first determined that all State activities would be broken down into five levels for reporting purposes as follows:

- I. Function
 - A. Major Program Area
 1. Program
 - a. Sub-program
 - (1) Element

Each of these levels is explained in detail in the sections that follow. The currently existing programs of the various agencies were then studied, and a proposed new program structure was developed for each agency. The agencies were contacted individually to secure final agreement on the program structures to be used for development of the "1971-73 Executive Budget". This section is devoted, then, to an in-depth explanation of the program structure in its final form and to instructions for the completion of the required program statements and agency statements.

I. PROGRAM STRUCTURE

A. STATE-WIDE PROGRAM STRUCTURE

1. **FUNCTIONS:** The state-wide program structure has been developed by the Budget Division of the Department of Administration for the purpose of classifying all Executive Branch activities in accordance with their fundamental objectives. The same principle will apply to Legislative and Judicial activities, but these will be handled separately. To facilitate such a classification, a basic structure consisting of eight broad areas of activity has been adopted and these areas have been titled Functions.
2. **MAJOR PROGRAM AREAS:** Each function, or functional area, is further sub-categorized into several areas of narrower definition called Major Program Areas.
3. **STATE-WIDE PROGRAM STRUCTURE OUTLINE:** The state-wide program structure, as currently proposed, is shown below:

FUNCTIONS

General Government

Economic Development and Regulation

Education

Health, Welfare, and Rehabilitation

Labor and Employment

Natural Resources and Recreation

Public Safety

Transportation

MAJOR PROGRAM AREAS

*General Administrative Support
Fiscal Management
Intergovernmental Relations*

*Livestock and Agriculture
Commercial and Industrial
Occupational
Administration*

*Primary and Secondary Education
Higher Education
Special Education
Administration*

*Public Health
Mental Health
Environmental Control
Physical Rehabilitation
Social Rehabilitation
Treatment and Domiciliary Care
Welfare Assistance and Services
Administration*

*Employment
Regulation
Insurance and Compensation
Administration*

*Forest
Land
Water
Wildlife
Recreation
Administration*

*Accident Prevention and Control
Military and Civil Defense*

*Air
Land*

4. **AGENCY CLASSIFICATION:** As previously stated, all Executive Branch activities of State Government and, therefore, all agency groupings of such activities, fall within

the structure outlined above. The schedules at the end of this section provide more detailed information showing where the various Executive Branch agencies fall within the state-wide program structure.

Legislative and Judicial Branch agencies will be handled separately. It should be noted that since several agencies have multiple major objectives, the programs of such agencies may fall into two or more major program areas. However, under current proposals no single agency is classified under more than one functional area.

- B. **AGENCY PROGRAM STRUCTURE:** Much time and effort has been spent in recent months in attempting to develop workable and practical agency program structures. The Budget Division has contacted all State agencies in an effort to establish programs which meet the following criteria.

1. Meaningful in terms of attainment of desired objectives.
2. Value to agency for decision making.

It should be noted that these criteria are basic to the establishment of program budgeting. However, there are several additional requirements which will eventually have to be introduced to allow for refinement and upgrading of this system if true program budgeting is to be attained.

Within the program structure of any given agency, three levels of categorization are available as follows:

1. Program
2. Sub-program
3. Element

The extent to which the sub-program and element levels are utilized is governed by the size of the program which they comprise, and by the need of the agency for detailed analytical data groupings.

1. **PROGRAM:** As shown above, the first breakdown in an agency program structure is called a program. Each program is directed toward a major basic objective of the agency. For example, if a major objective of an agency was the prevention and control of disease, they might have a program titled Communicable Disease Control.
2. **SUB-PROGRAM:** Sub-programs are further breakdowns of a program area and, thus, are directed toward a narrower set of objectives within a program. In the example above, the program Communicable Disease Control might be broken down by specific disease and so a sub-program titled Measles Control might emerge. Sub-program breakdowns may be made on any one of several bases, including geographical areas of concern, target groups served, types of natural resources involved, or any other breakdown which is logical and will provide meaningful data.
3. **ELEMENT:** Elements are further breakdowns of a sub-program level and are the lowest level of categorization available under current proposals. In the example above, the sub-program titled Measles Control could be further broken down into the specific measures used, and we then might have an element titled Innoculations.

Having reached this level, we are in a position to determine size (number of inoculations administered) and perhaps to begin to measure effectiveness (reduction in number of measles cases).

4. **FORMAT FOR SUBMISSION:** It is felt that the proposed Agency Program Structure provides ample latitude to meet current needs for realistic and meaningful reporting and presentation of agency activities. However, in order to provide for a more complete understanding, each agency must also state, in narrative form, the goals and objectives of the programs which it administers and of the agency as a whole. To this end, the Budget Division has designed forms and instructions for Agency Statements and Program Statements which are included on the pages immediately following.

AGENCY STATEMENT

Each agency is requested to complete *Form BD-7, Agency Statement*. The "Agency Statement" is basically a summarization of the various "Program Statements" of an agency. Therefore, those agencies which have only one program should ignore the "Program Statement" and complete only the "Agency Statement". The necessary information should be provided as detailed below and as shown in the sample form on the following page. "Agency Statements" should be submitted to the Budget Division not later than June 15, 1970.

- A. AGENCY DESCRIPTION: This should include, first, the statutory authority by which the agency was created. Secondly, it should contain a statement of agency goals and responsibilities. As with the "Program Statement", these goals should be stated in terms of output rather than in terms of the means used to arrive at an output.
- B. AGENCY OBJECTIVES: The agency objectives are the means used in attempting to attain the agency goals stated above. Again, as with program objectives, the agency objectives should be stated in terms of output of goods or services, and size indicators should be used where appropriate.

STATE OF MONTANA

AGENCY STATEMENT

Form BD-7

UNIT OR AGENCY _____ State Water Department

Date May 15, 1970 _____AGENCY DESCRIPTION

The State Water Department, created in 1951, is provided for in Sections 98-101 through 98-123, Revised Codes of Montana, 1947. It is responsible for the installation and maintenance of adequate water systems for buildings in the Capitol Complex and strives to provide modern and professional service at a minimum of cost. In recent years, Federal Grants have become available for Comprehensive Community Planning of water systems, and this agency is charged with obtaining and administering such grants.

AGENCY OBJECTIVES

The objectives of the State Water Department fall essentially into two areas. First, in connection with the Capitol Complex water system, the Department is making every attempt to maintain a modern system through timely maintenance and replacement of old lines. With reference to the planning grant activity, the major objective is to make cities aware of the availability of the grants and to aid in obtaining approval of application.

PROGRAM STATEMENT

Each agency which has two or more programs is requested to complete *Form BD-8, Program Statement*. A separate form is required for each program and the necessary information should be provided as detailed below and shown in the sample form. "Program Statements" should be submitted to the Budget Division not later than June 15, 1970, and should be based on the new program structure as approved for each agency.

- A. **PROGRAM DESCRIPTION:** This should contain a brief description of the program and of the goals which the program is designed to attain. These goals should be stated in terms of output impact rather than in terms of the means employed to reach a given output. For example, if the program is one of fire protection, then a goal might be a reduction in the loss of life and property from fires.
- B. **PROGRAM OBJECTIVES:** A program objective is a statement of a means which is employed in attempting to attain a goal. Objectives should be stated in terms of output of goods or services. For example, in a fire protection program, some objectives might be the establishment of new fire protection districts, training of fire-fighers, or education of the public. Reference should also be made to program size, not in terms of input (number of people employed, dollars spent, etc.), but rather in terms of output (highways constructed, innocations given, permits or licenses issued, etc.).

STATE OF MONTANA

PROGRAM STATEMENT

Form BD-8

UNIT OR AGENCY State Water DepartmentPROGRAM Central OperationsDate May 15, 1970PROGRAM DESCRIPTION

The Central Operations program of the State Water Department is charged with the day-to-day administrative duties of the Department consisting mainly of agency water service billings and personnel matters. The major goal of this program is increased efficiency in administrative operations through better management methods.

PROGRAM OBJECTIVES

It has been determined that due to the increased administrative workload resulting from increasing demands for water service in the Capitol area, a realignment of personnel in the Central Operations Program will be required in the coming biennium to attain maximum efficiency. Such a realignment will necessitate purchase of a posting machine, but will eliminate the alternative needs for additional personnel. The number of agency billings has increased from 1,436 during the 1966-67 Biennium to an estimated 3,150 for the 1971-73 Biennium.

EXECUTIVE BRANCH

FUNCTION: GENERAL GOVERNMENT

MAJOR PROGRAM AREAS

	General Administrative Support	Fiscal Management	Intergovernmental Relations
ADMINISTRATION, DEPARTMENT OF	X	X	
AGING, COMMISSION ON			X
ATTORNEY GENERAL	X	X	X
ATTORNEYS, COUNTY	X		
AUDITOR	X	X	X
EQUALIZATION, BOARD OF		X	
EXAMINER, STATE			X
EXAMINERS, BOARD OF	X		
EXECUTIVE BRANCH STUDY	X		
GOVERNOR	X		X
INDIAN AFFAIRS, COORDINATOR OF			X
LANDS AND INVESTMENTS, DEPARTMENT OF		X	
MERIT SYSTEM	X		
SECRETARY OF STATE	X		
TRAFFIC SAFETY DIRECTOR			X
TREASURER		X	
VETERANS WELFARE COMMISSION			X

EXECUTIVE BRANCH

FUNCTION: ECONOMIC DEVELOPMENT AND REGULATION

	MAJOR PROGRAM AREAS			
	Livestock and Agriculture	Commercial and Industrial	Occupational	Administration
ABSTRACTORS BOARD OF EXAMINERS			X	
ACCOUNTANCY, BOARD OF			X	
AGRICULTURE, DEPARTMENT OF	X			
ARCHITECTURAL EXAMINERS, BOARD OF			X	
ATHLETIC COMMISSION			X	
BARBER EXAMINERS, BOARD OF			X	
CHIROPRACTIC EXAMINERS, BOARD OF			X	
COSMETOLOGY, EXAMINING BOARD OF			X	
COUNTY PRINTING COMMISSION		X		
DENTAL EXAMINERS, BOARD OF			X	
ELECTRICAL BOARD		X	X	
ENTOMOLOGIST, STATE	X			
FOOD DISTRIBUTORS, BOARD OF			X	
HAIL INSURANCE, BOARD OF	X			
HEARING AID DISPENSERS, BOARD OF			X	
HORSE RACING COMMISSION			X	
LIQUOR CONTROL BOARD		X		
LIVESTOCK COMMISSION	X			
LIVESTOCK SANITARY BOARD	X			
MASSAGE, BOARD OF			X	
MEDICAL EXAMINERS, BOARD OF			X	
MILK CONTROL BOARD		X		
MORTICIANS, BOARD OF			X	
NURSING, BOARD OF			X	
NURSING HOME ADMINISTRATORS, BOARD OF			X	
OIL AND GAS CONSERVATION COMMISSION		X		
OPTOMETRY, BOARD OF EXAMINERS IN			X	
OSTEOPATHIC EXAMINERS, BOARD OF			X	
PHARMACY, BOARD OF			X	
PLANNING AND ECONOMIC DEVELOPMENT, DEPARTMENT OF				X
PLUMBING EXAMINERS, BOARD OF			X	
PROFESSIONAL ENGINEERS AND LAND SURVEYORS, BOARD OF REGISTRATION FOR			X	
RAILROAD COMMISSIONERS, BOARD OF		X		
REAL ESTATE COMMISSION			X	
SANITARIANS REGISTRATION COUNCIL			X	
VETERINARY MEDICAL EXAMINERS			X	
WATER AND WASTE WATER OPERATORS, BOARD OF CERTIFICATION FOR			X	
WATER WELL CONTRACTORS EXAMINING BOARD			X	

EXECUTIVE BRANCH

FUNCTION: EDUCATION

MAJOR PROGRAM AREAS

	Primary and Secondary Education	Higher Education	Special Education	Administration
AGRICULTURAL EXPERIMENT STATION		X		
AGRICULTURAL EXTENSION SERVICE, COOPERATIVE		X		
DEAF AND BLIND, SCHOOL FOR			X	
EASTERN MONTANA COLLEGE		X		
EDUCATION, BOARD OF				X
EXECUTIVE SECRETARY, UNIVERSITY SYSTEM				X
HISTORICAL SOCIETY			X	
LIBRARY COMMISSION			X	
MONTANA ARTS COUNCIL			X	
MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY		X		
MONTANA STATE UNIVERSITY		X		
NORTHERN MONTANA COLLEGE		X		
PUBLIC INSTRUCTION, SUPERINTENDENT OF	X		X	X
UNIVERSITY OF MONTANA		X		
WESTERN MONTANA COLLEGE		X		

EXECUTIVE BRANCH

FUNCTION: HEALTH, WELFARE, AND REHABILITATION

MAJOR PROGRAM AREAS

	Public Health	Mental Health	Environmental Control	Physcial Rehabilitation	Social Rehabilitation	Treatment & Domiciliary Care	Welfare Assistance & Services	Administration
BOULDER RIVER SCHOOL AND HOSPITAL		X						
CENTER FOR THE AGED						X		
CHILDRENS CENTER					X			
EASTMONT TRAINING CENTER		X						
GALEN STATE HOSPITAL						X		
HEALTH, DEPARTMENT OF	X		X					
INSTITUTIONS, DEPARTMENT OF					X			X
MOUNTAIN VIEW SCHOOL					X			
PARDONS, BOARD OF					X			
PINE HILLS SCHOOL					X			
PRISON, STATE					X			
PUBLIC WELFARE, DEPART- MENT OF				X			X	
SWAN RIVER YOUTH CAMP					X			
VETERANS HOME						X		
VOCATIONAL REHABIL- ITATION, DIVISION OF				X				
WARM SPRINGS STATE HOSPITAL		X						

EXECUTIVE BRANCH

FUNCTION: LABOR AND EMPLOYMENT

	MAJOR PROGRAM AREAS			
	Employment	Regulation	Insurance and Compensation	Administration
EMPLOYMENT SECURITY COMMISSION	X			
INDUSTRIAL ACCIDENT BOARD			X	
LABOR AND INDUSTRY, DEPARTMENT OF		X		
PUBLIC EMPLOYEES RETIREMENT SYSTEM				X
TEACHERS RETIREMENT SYSTEM				X

EXECUTIVE BRANCH

FUNCTION: NATURAL RESOURCES AND RECREATION

	MAJOR PROGRAM AREAS					
	Forest	Land	Water	Wildlife	Recreation	Administration
FISH AND GAME DEPARTMENT				X	X	
FORESTER, STATE	X					
GRASS CONSERVATION COMMISSION		X				
SOIL CONSERVATION COMMITTEE		X	X			
WATER RESOURCES BOARD			X			X

EXECUTIVE BRANCH

FUNCTION: PUBLIC SAFETY

MAJOR PROGRAM AREAS	
Accident Prevention and Control	Military and Civil Defense
	X
	X
ADJUTANT GENERAL	
CIVIL DEFENSE	
HIGHWAY PATROL	X

EXECUTIVE BRANCH

FUNCTION: TRANSPORTATION

	MAJOR PROGRAM AREA	
	Air	Land
AERONAUTICS COMMISSION	X	
HIGHWAY COMMISSION		X
REGISTRAR OF MOTOR VEHICLES		X

SECTION II

BUDGET REQUEST PREPARATION

INTRODUCTION

The instructions contained in this section of the "Executive Budget Manual" are intended to give each agency general guidelines and detailed direction to the completion of budget request forms. The instructions and forms to be used for the 1973 Biennial requests have been redesigned in several respects; however, basic format and information requirements are basically unchanged from previous presentations.

In addition to the instructions contained in this section, a sample budget presentation is included in Section III of this manual. The sample will illustrate the application of the 1973 Biennial Budget Forms.

I. GENERAL INSTRUCTIONS

A. **PROGRAM STRUCTURE:** All agency budget request data is to be presented in program form as defined in the introduction. Historical information should be prepared on the program structure maintained by the Accounting Division of the Department of Administration for fiscal years 1968 through 1970 and for fiscal year 1971. The program structure discussed in *Section I* of this manual will be used to present fiscal year 1972 and 1973 request data. A detailed breakdown of the program structure for your agency is enclosed. Each agency is encouraged to re-evaluate their program structure during the formulation of the budget request. Any changes should be reviewed and approved by the Budget Division prior to submission.

B. BUDGET REQUESTS:

1. **DUE DATES:** Montana Law (Section 79-1013, R.C.M. 1947) requires that budget requests must be submitted to the Director of the Budget *on or before* the following dates:

AUGUST 1, 1970

All State agencies, boards, bureaus, and commissions except custodial institutions, units of the Montana University System, and the Montana State Highway Commission

SEPTEMBER 1, 1970

Custodial institutions, units of the Montana University System, and the Montana State Highway Commission.

Those agencies and institutions under the administrative jurisdiction of a board or commission which reviews and approves the budget request must plan to secure this approval prior to the above due dates.

Extra copies of this manual and budget forms are available upon request from the Budget Division, Department of Administration.

2. **COPIES:** All budget request forms and supplementary material are to be prepared in three copies. The original is to be sent to the Budget Division, Department of Administration, and the second copy is to be forwarded to the Legislative Fiscal Analyst, State Capitol Building, Helena. The third copy of the request should be maintained in the agency files.
3. **EXISTING LAW:** Budget requests must be based upon the existing *Laws of Montana* and are not to reflect any anticipated changes in revenue or expenditures by the Legislature.

If an agency knows that legislation will be presented which will affect the finances of its operation, then a memorandum should be submitted on white 8½ x 11 inch paper accompanied by a draft of the proposed legislation to the Budget Division. Upon receipt of the memorandum, the agency will be supplied with any necessary forms to be completed as a supplement to the original budget request. Legislation submitted in this manner will be considered in developing the Governor's legislative proposals.

4. **ACCURACY:** Budget request financial data for completed fiscal years must be in agreement with fiscal year balances of the State Controller's statements. Errors in the budget request, or failure to comply with these instructions will cause the budget requests to be returned to the agency for correction.

5. NEAREST WHOLE DOLLAR: Figures are to be rounded off to the nearest dollar amount; \$.01 to \$.50 will be shown as the lower whole dollar, \$.51 to \$.99 to the next higher dollar for all fiscal years.
6. CASH BASIS: Report all expenditures in the fiscal year in which they are paid. Purchase orders shall be in the year in which they are paid, NOT in the year in which they are encumbered. This is the basis on which expenditure data is maintained by the Accounting Division and reported on the State Controller's statements.
7. PRIORITIES: Capital items, repair and maintenance projects, and new positions shall be listed in order of agency priority for Budget Division review and recommendations.
8. CAPITAL CONSTRUCTION PROJECTS: Do not include in this operating budget request items such as building, remodeling, additions, and betterments. The following guidelines should be used in preparing your requests:
 - a. Expenditures relating to the following categories should be requested in the *Capital Construction Budget*:
 1. Requests for land, structures, and improvements and original equipment.
 2. Requests for renovation or modification of land or structures; and improvements and original equipment that extends the useful life or increases the value, but is not normal maintenance of land or structures.
 3. Requests for new equipment necessary to the operation of structures and improvements.
 - b. Expenditures relating to the following categories should be requested in the *Executive Budget*.
 1. Requests for normal maintenance, i.e., those expenditures necessary to prevent physical deterioration of fixed assets and their attached fixtures.
 2. Requests for new equipment not requiring renovation or modification of a structure or improvement.
 3. Requests for equipment such as trucks, automobiles, desks, typewriters, etc.

- C. BUDGET HEARINGS: Budget hearings will be scheduled with each agency by the Budget Division after review of the agency budget request. At this time, the agency will be given the opportunity to discuss items incorporated into the agency budget request. Based on these hearings, Budget Division recommendations will be transmitted to the Governor for his review and determination of priorities for inclusion in the *Executive Budget* submitted to the Forty-Second Legislative Assembly.

II. AGENCY BUDGET WORK SHEET FORMS

A. FORM 300-73, SUMMARY OF PROGRAM COSTS

This form is used to summarize information from *Form 310-73, Detail of Program Costs*. List, first, those agency programs presently being maintained by the Department of

Administration, Accounting Division. If the program structure for the 1973 Biennium involves only a program title change without a modification of the activities carried on under that program, change the title and include the 1972 and 1973 requested amounts on that line. New programs established to present the activities of your agency, that are not consistent with the existing structure, should be listed after the current programs and request data summarized for the 1972 and 1973 fiscal years only on those lines. When this form is completed, the sections "Total Program Costs", "Total Object Costs", and "Total Funding" must balance in dollar amounts.

Information listed under "Summary of Funding" on Form 300-73. may be summarized from the data on Forms 200-73. List funds and accounts involving your agency in this order:

General Fund (Combine expenditures into one total for General Fund appropriations if your agency has more than one General Fund appropriation.)

Earmarked Revenue Fund (List accounts separately)

Sinking Fund (List accounts separately)

Federal and Private Revenue Fund (List accounts separately)

Federal and Private Grant Clearance Fund (List accounts separately)

Revolving Fund (List accounts separately)

Bond Proceeds and Insurance Clearance Fund (List accounts separately)

Trust and Legacy Fund (List accounts separately)

Agency Fund (List accounts separately)

B. FORM 310-73, DETAIL OF PROGRAM COSTS

USE A SEPARATE FORM FOR EACH PROGRAM IDENTIFIED IN THE AGENCY BUDGET REQUEST. Transfer all pertinent totals from "Budget Justification" work sheets to this form matching object code classifications. The section titled "Expenditures by Fund and/or Account" reflects the financial sources which support the program. List the fund and accounts for each program in the order outlined for Form 300-73. When this form is completed, "Total Program Expenditures" and "Total Funding" figures must be identical.

C. FORM 200-73, DETAIL OF FUND AND/OR ACCOUNT

Use a separate form for each account from which your agency or institution expends money. If your agency or institution receives an appropriation from the General Fund, you are also to submit a separate form for that fund. It is not unusual for an agency to receive more than one appropriation from the General Fund; in this case, it is necessary to complete only one form for the total of all General Fund appropriations.

This form is designed as a general purpose form and, therefore, lists both appropriations and revenue. The appropriations line should be completed when reporting General Fund detail, and in those cases where an agency receives an appropriation from an account for which they are not administrably responsible for the collection or recording of revenue, to the account. The revenue line will be completed for all accounts reported other than the General Fund and those accounts mentioned above. In this manner, an agency will be reporting the financial status of the General Fund appropriation and/or the account activity for other funds and not the appropriation from the account.

Information contained in Form 200-73 must balance with records of the Department of Administration, Accounting Division. The revenue for each agency account, other than General Fund, should be estimated by the agency and categorized as either revenue or grant income. Any unusual increases or decreases should be fully explained in supplemental narrative. The figures shown as "Expenditures by Program" must balance to "Expenditures by Fund" on *Form 310-73, Detail of Program Costs*.

III. BUDGET JUSTIFICATION FORMS

A. **PREPARATION OF JUSTIFICATION FORMS:** Each program for which Form 310-73 is prepared requires supporting budget justification forms. All totals on these forms must be transferred to the corresponding object code lines shown on the *Form 310-73, Detail of Program Costs* for each program.

B. **PROGRAM SERVICE LEVELS:** In order to evaluate budget requests, justification forms have been designed to define three levels of program service. The following definitions and guidelines govern the application of this concept:

1. **CURRENT LEVEL SERVICES:** To arrive at the contemplated amounts for "Current Level Services", the following two factors should be considered:

- a. Anticipated growth or decline in the population or area now affected by your program.
- b. Appropriate price level increases or decreases in the cost of materials used for the program.

These two factors provide the basis for computation of "Current Level Services".

2. **EXPANDED SERVICES:** The term "Expanded Services" comprises the estimated cost of extending the existing services to an additional segment of the program population or area not previously served. As an "Expanded Service", the program purposes and goals do not change to serve the new population or area. The costs attributable to "Expanded Services" should be computed on a basis comparative to "Current Level Services" above.

3. **NEW SERVICE REQUIREMENTS:** Reflects the cost of providing new services and/or activities which are related to the existing services and activities of a program. Requests designated as "New Service Requirements" are for those services which have not been provided previously as opposed to "Expanded Services", which is the extension of the same services or activities to a greater area or population.

C. **SUPPLEMENTAL JUSTIFICATION:** Agencies requesting matching monies for cooperative programs are encouraged to submit supplemental data including (1) purpose of the program, (2) areas of application to Montana, and (3) matching ratios. Agencies are also urged to submit justification in addition to that contained on the justification forms, if it is felt that such data will better explain the request.

D. **INSTRUCTIONS FOR JUSTIFICATION FORMS**

1. **FORM 101-73, SALARIES AND WAGES (CURRENT LEVEL POSITIONS)**

Salaries and wages for State agencies and institutions are to be justified at the program level. Form 101-73 provides for the detailed justification of all current

level positions and for the summarization of positions requested on Form 101A-73 for expanded or new services. If all current level employees in a program cannot be listed on one form, then use as many as may be necessary. Entries from Form 101A-73 to complete this form, should be made on the last sheet utilized for those larger programs. It should be noted that new positions may be requested on this form to meet current level services under the definition of that term. Requests for new positions are not limited to expanded or new services. The totals from this form must agree with the corresponding information listed on the *Form 310-73, Detail of Program Costs*.

In the "1970 Expended" salary column, show the salary that was actually paid during that fiscal year for each position classification. Position classifications should be listed individually with like classifications grouped together. If more than one person held the same position during the 1970 fiscal year, list only the position classification and the name of the person holding the position on June 30, 1970. If the position is unfilled at June 30, 1970, indicate "Vacant" in the space provided for employee name. The salary column should indicate the total salaries that were paid to those people who held the position during the year. Overtime and replacement personnel for sick leave, vacation, and holiday purposes are to be requested as a separate composite item as distinguished from full-time or part-time permanent positions. Complete each appropriate position line by projecting the position requirements within the legislative guidelines for the 1971 fiscal year and the requested amounts for the 1973 Biennium.

If an employee works in more than one program, prorate that employee's salary in proportion to the number of months, weeks, or days that he spends working in each program position classification.

In the case of new positions requested on the *Salaries and Wages (Current Level Positions)* form, list the position classification and the estimated salary amount in the year in which the employee is expected to be hired. If more than one new employee is requested in a particular program, list the positions on a priority basis, i.e., the most essential position first. In the space provided for the employee's name, indicate that this is a new position.

Form 101-73 calls for the computation of "F.T.E." (Full-Time Equivalents). The following guidelines are offered to assist in these computations:

- a. All personnel on agency full-time or part-time payrolls are to be expressed on an F.T.E. basis. Do not include people compensated on a fee retainer or per diem basis.
- b. If an employee holds two distinct positions, the F.T.E. factor must be prorated, especially if the employee is assigned to more than one program.
- c. The basis for computing an F.T.E. is one year. Therefore, an F.T.E. of 1.00 indicates one employee held one position for one year. Express F.T.E. factors in decimal percentages carried out to the nearest hundredths.

WORK YEAR	EMPLOYEE WORKS	FRACTIONS	F.T.E.
2080 Hours	1120 Hours	1120/2080	.68
260 Days	162 Days	162/260	.62
52 Weeks	22 Weeks	22/52	.42
12 Months	10 Months	10/12	.83

2. FORM 101A-73, SALARIES AND WAGES (NEW POSITIONS REQUESTED)

This form is prepared to request and justify those new positions related to the conduct of “Expanded Services” or “New Service Requirements” at the program level. Under each category include individual position classifications requested; similar positions may be combined. The justification column should contain a brief, concise statement as to why the position is needed; broad, general statements will not be accepted.

The totals from Form 101A-73 are transferred to the corresponding section of Form 101-73 to complete the agency request for salaries and wages.

3. FORM 102-73, EMPLOYEE BENEFITS

Requests for “Employee Benefits” are to be distributed at the program level. Only those employee benefits which are paid by the State of Montana are included. Do not compute employee contributions or amounts which are withheld from employee earnings.

4. FORM 111-73, SUPPLIES AND MATERIALS AND COMMUNICATIONS

This form is to explain the costs of “Supplies and Materials and Communications” incurred within each program. List those categories of expenditures within each of these expenditure objects that are maintained in the books of your agency or which represent more than ten percent of each object total. Items of a special nature should be set out individually. In order to balance the information shown on this form with the information listed on *Form 310-73, Detail of Program Costs*, object 11, “Supplies and Materials”; and object 12, “Communications”; show all items which are not individually listed as a composite total.

5. FORM 113-73, UTILITIES AND TRAVEL

Justification for requests under the utility category should be presented using the guidelines as set out for Form 111-73.

List travel expenditures for board members and employees, but do not include compensation paid to board members. Include per diem and mileage paid to employees or board members for use of their private automobiles on State business, as well as the cost of operating State-owned vehicles used for travel.

6. FORM 115-73, CONTRACTED SERVICES AND SPECIAL FEES

Use the same general guidelines for completing this form as are set out for Form 111-73.

A specific line titled “Pro Rata” has been included under “Contracted Services” for the inclusion of those costs chargeable with State central services. The amount of these costs, as approved by the State Board of Review, have been transmitted to those agencies affected. Pro rata costs must be distributed through the program structure on the basis of financing, other than General Fund support. Additional guidance on the distribution will be available from the Budget Division.

Legislative Audit charges are reflected on the line titled “Accounting or Auditing” under “Special Fees”. As with pro rata, Legislative Audit costs are to be reflected

as a cost item to the agency on the basis of non-General Fund support and must be distributed to the program level. That portion of the total charge related to the General Fund should not be included. The Legislative Post Auditor will inform each agency of the total anticipated cost to complete the audit. Since the schedule of when the audit will be undertaken is not known, the requested amount should be reflected in fiscal year 1972 unless otherwise directed.

7. FORM 117-73, REPAIRS AND MAINTENANCE

Prepare one form for each fiscal year of the 1973 Biennium. Those projects considered as day-to-day maintenance of land or buildings may be submitted as a composite total. Classify projects relating to land separately from those relating to buildings and sub-total each classification.

Include all projects which are to be completed on a contract basis, as well as those projects which will be performed by employees of the agency. Justify the projects proposed to be performed by agency employees on the basis of capability and time available for completion of the job. Do not include the salaries paid to employees of the agency when estimating the cost.

Do not include requests for construction of buildings, remodeling, or additions to existing buildings.

8. FORM 121-73, CAPITAL EQUIPMENT

Requests for equipment must be identified as replacement or new. Items classified as replacements are items completely disposed of by the agency. All replacements must be requested on a cost less trade-in, or net basis. IN ORDER OF PRIORITY for each fiscal year of the 1973 Biennium, list requests for new equipment, such as trucks, automobiles, desks, typewriters, etc. (to be used on other than proposed buildings, new or remodeled, or proposed additions to an existing structure), and requests for livestock which includes the cost of live animals that are a part of a herd or flock.

Do not include requests for land or new structures; or remodeling or additions to existing buildings, including new equipment, which would extend the useful life or increase the value of these structures.

List requests for livestock and equipment separately and sub-total each classification. Use catalog or manufacturer's price list to estimate the cost of items.

In the justification column, state briefly and specifically why each item is needed. Broad, general, all-inclusive statements will not be accepted, and such items will be deleted from the request.

9. FORM 131-73, GRANTS AND BENEFITS

Explain the costs and purposes of "Grants and Benefits" administered within each program for each fiscal year. Identify each specific item if there is more than one item per program.

SECTION III

SAMPLE BUDGET PRESENTATION

INTRODUCTION

The following budget request has been prepared to illustrate and to add clarity to Section 2, "Budget Request Preparation". The agency, names, and amounts presented are all fictitious. Justification material presented in narrative form has purposely been kept brief.

The sample budget presentation should be used as a guideline for the format and manner of completing the forms. The sample contains probable budgetary considerations that have presented questions in the budget requests of prior biennia.

STATE WATER DEPARTMENT
PROGRAM STRUCTURE

- I. General Government (Function)
 - A. General Administrative Support (Major Program Area)
 - 1. Central Operations (Program)
 - 2. Maintenance and Service (Program)

SUMMARY OF PROGRAM COSTS		STATE OF MONTANA AGENCY BUDGET WORK SHEET						Form 300-73	
UNIT OR AGENCY STATE WATER DEPARTMENT LOCATED AT HELENA Montana		1969 BIENNium EXPENDED 1968 1969		1971 BIENNium EXPENDED 1970 1971		1973 BIENNium REQUESTED 1972 1973		1973 BIENNium RECOMMENDED 1972 1973 <small>Budget Office Use Only</small>	
FULL TIME EQUIVALENT EMPLOYEES		11,00	11,75	12,00	12,25	15,25	15,25		
SUMMARY OF PROGRAM COSTS:									
00 Central Operations		37,143	37,401	40,884	41,790	94,564	108,009		
01 Maintenance & Service		76,555	81,426	83,635	94,420	153,160	138,918		
02									
03									
04									
05									
06									
07									
08									
09									
TOTAL PROGRAM COSTS		113,698	118,827	124,519	136,210	247,724	246,927		
SUMMARY OF OBJECT COSTS:									
Personal Services		73,301	77,802	81,878	88,579	114,424	119,927		
Operation		32,143	35,174	38,438	42,668	64,300	63,100		
Capital		8,254	5,851	4,203	4,963	19,000	3,900		
Total Operating Costs		113,698	118,827	124,519	136,210	197,724	186,927		
Total Grants & Benefits		-0-	-0-	-0-	-0-	50,000	60,000		
TOTAL OBJECT COSTS		113,698	118,827	124,519	136,210	247,724	246,927		
SUMMARY OF FUNDING: (Fund and/or Account)									
General Fund		37,143	37,401	40,884	41,790	71,224	57,927		
Farmarked Revenue Fund									
Water Department Account		76,555	81,426	83,635	94,420	126,500	129,000		
Federal & Private Grant Clr. Fund									
Community Planning Account		-0-	-0-	-0-	-0-	50,000	60,000		
TOTAL FUNDING		113,698	118,827	124,519	136,210	247,724	246,927		

DETAIL OF FUND AND OR ACCOUNT

UNIT OR AGENCY STATE WATER DEPARTMENT

Fund Name GENERAL FUND

Account Name No.

STATE OF MONTANA

AGENCY BUDGET WORK SHEET

Form 200-73

1972 BIENNIAL RECOMMENDED 1973

(Budget Office Use Only)

	1969 BIENNIAL EXPENDED 1968	1969 BIENNIAL EXPENDED 1969	1971 BIENNIAL EXPENDED 1970	1971 BIENNIAL ANTICIPATED 1971	1973 BIENNIAL REQUESTED 1972	1973 BIENNIAL REQUESTED 1973
BALANCE BEGINNING OF FISCAL YEAR	5,200	5,557	894	183	-0-	-0-
ADD:						
Appropriation	37,500	38,000	40,500	42,000	71,224	57,927
Revenue						
Grants						
Transfers in by Source:						
Other Sources of Revenue:						
TOTAL RECEIPTS	37,500	38,000	40,500	42,000	71,224	57,927
TOTAL FUNDS AVAILABLE	42,700	43,557	41,394	42,183	71,224	57,927
DEDUCT:						
Expenditures by Program:						
Central Operations	37,143	37,401	40,884	41,790	44,564	48,009
Maintenance & Service	-0-	-0-	-0-	-0-	26,660	9,913
Transfers Out by Disposition:						
Appropriation Reversion	-0-	5,262	327	393	-0-	-0-
Other Deductions:						
TOTAL DEDUCTIONS	37,143	42,663	41,211	42,183	71,224	57,927
BALANCE END OF FISCAL YEAR	5,557	894	183	-0-	-0-	-0-

Explain fully any variance recommendations or differences between the figures shown above and the Controller's records

DETAIL OF FUND AND OR ACCOUNT		STATE OF MONTANA AGENCY BUDGET WORK SHEET						Form 200-73	
UNIT OR AGENCY STATE WATER DEPARTMENT		1969 BIENNIIUM		1971 BIENNIIUM		1973 BIENNIIUM		1973 B.F. 1972	
Fund Name EARNED REVENUE FUND	Account Name WATER DEPARTMENT No. 299990	EXPENDED 1968	EXPENDED 1969	EXPENDED 1970	ANTICIPATED 1971	REQUESTED 1972	REQUESTED 1973	RECOMMENDED 1972	Budget Committee
BALANCE BEGINNING OF FISCAL YEAR		26,843	65,112	75,696	75,307	75,887	46,387		
ADD:									
Appropriation									
Revenue		89,824	92,010	93,246	95,000	97,000	102,000		
Grants									
Transfers in by Source:									
Bond Proceeds - 601000		25,000	-0-	-0-	-0-				
Other Sources of Revenue:									
TOTAL RECEIPTS		114,824	92,010	93,246	95,000	97,000	102,000		
TOTAL FUNDS AVAILABLE		141,667	157,122	168,942	170,307	172,887	148,387		
DEDUCT:									
Expenditures by Program:		76,555	81,426	83,635	94,420	126,500	129,000		
Maintenance & Service									
Transfers Out by Disposition:									
Investments		-0-	-0-	10,000	-0-	-0-	-0-		
Appropriation Reversion									
Other Deductions									
TOTAL DEDUCTIONS		76,555	81,426	93,635	94,420	126,500	129,000		
BALANCE END OF FISCAL YEAR		65,112	75,696	75,307	75,887	46,387	19,387		

Explain briefly any major recommendations or differences between the figures shown above and the Controller's records.

DETAIL OF FUND AND OR ACCOUNT

UNIT OR (G)NCA STATE WATER DEPARTMENT

Fund Name FEDERAL & PRIVATE GR. CLR. FUND

Account Name COM. PLANNING No. 501000

STATE OF MONTANA

AGENCY BUDGET WORK SHEET

Form 200-73

	1969 BIENNIAL		1971 BIENNIAL		1973 BIENNIAL		1975 BIENNIAL	
	EXPENDED 1968	EXPENDED 1969	EXPENDED 1970	ANTICIPATED 1971	REQUESTED 1972	REQUESTED 1973	1972 REVENUE 1972	1973 REVENUE 1973
BALANCE BEGINNING OF FISCAL YEAR	-0-	-0-	-0-	-0-	-0-	-0-		
ADD:								
Appropriation								
Revenue								
Grants	-0-	-0-	-0-	-0-	50,000	60,000		
Transfers in by Source:								
Other Sources of Revenue:								
TOTAL RECEIPTS	-0-	-0-	-0-	-0-	50,000	60,000		
TOTAL FUNDS AVAILABLE	-0-	-0-	-0-	-0-	50,000	60,000		
DEDUCT:								
Expenditures by Program:								
Central Operations	-0-	-0-	-0-	-0-	50,000	60,000		
Transfer Out by Disposition:								
Appropriation Reversion								
Other Deductions								
TOTAL DEDUCTIONS	-0-	-0-	-0-	-0-	50,000	60,000		
BALANCE END OF FISCAL YEAR	-0-	-0-	-0-	-0-	-0-	-0-		

Total all agency recommendations or differences between the figures shown above and the Controller's records

STATE OF MONTANA									
DETAIL OF PROGRAM COSTS					AGENCY BUDGET WORK SHEET				
UNIT OR AGENCY STATE WATER DEPARTMENT		1969 BIENNIAL		1971 BIENNIAL		1973 BIENNIAL		1973 BIENNIAL	
PROGRAM CENTRAL OPERATIONS		EXPENDED 1968	EXPENDED 1969	EXPENDED 1970	ANTICIPATED 1971	REQUESTED 1972	REQUESTED 1973	RECOMMENDED 1972	Budget Office Use Only
FULL TIME EQUIVALENT EMPLOYEES									
01 Salaries & Wages		27,850	29,125	30,500	31,980	33,579	35,259		
02 Employee Benefits		2,235	2,436	2,568	2,974	3,535	3,650		
Total Personal Services		30,085	31,561	33,068	34,954	37,114	38,909		
11 Supplies & Materials		2,437	2,516	2,672	2,895	3,000	3,200		
12 Communications		722	859	986	1,043	1,100	1,150		
13 Utilities		354	456	621	725	775	800		
14 Travel		723	648	709	794	900	950		
15 Contracted Services		472	484	464	523	550	575		
16 Special Fees		187	193	200	234	250	250		
17 Repairs & Maintenance - Equipment		163	159	164	186	175	175		
18 Repairs & Maintenance - Land									
19 Repairs & Maintenance - Buildings									
Total Operation		5,058	5,315	5,816	6,400	6,750	7,100		
21 Capital - Equipment		2,000	525	2,000	436	700	2,000		
22 Capital - Livestock									
Total Capital		2,000	525	2,000	436	700	2,000		
TOTAL OPERATING COSTS		37,143	37,401	40,884	41,790	44,564	48,009		
31 Grants & Benefits (specify)									
Community Planning		-0-	-0-	-0-	-0-	50,000	60,000		
TOTAL GRANTS & BENEFITS		-0-	-0-	-0-	-0-	50,000	60,000		
TOTAL PROGRAM COSTS		37,143	37,401	40,884	41,790	94,564	108,009		
EXPENDITURES BY FUND AND OR ACCOUNT (specify)									
General Fund		37,143	37,401	40,884	41,790	44,564	48,009		
Federal & Private Grant Clr. Fund									
Community Planning Account		-0-	-0-	-0-	-0-	50,000	60,000		
TOTAL FUNDING		37,143	37,401	40,884	41,790	94,564	108,009		

Form 310-73

STATE OF MONTANA BUDGET JUSTIFICATION										Form 101-73	
SALARIES & WAGES (CURRENT LEVEL POSITIONS)											
UNIT OR AGENCY STATE WATER DEPARTMENT											
PROGRAM OR FUNCTION CENTRAL OPERATIONS											
Page 1 of 1 Pages											
POSITION CLASSIFICATION	EMPLOYEE NAME	SALARY RANGE	1970 EXPENDED		1971 ANTICIPATED		1972 REQUESTED		1973 REQUESTED		1973 RECOMMENDED
			FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY	
Director	Smith, John C	10,000-12,000	1.00	9,600	1.00	10,080	1.00	10,584	1.00	11,110	
Assistant Director	Doe, John D.	8,000-10,000	1.00	8,000	1.00	8,400	1.00	8,820	1.00	9,261	
Accounting - Clerk III	Jones, Mary H.	4,500- 6,000	1.00	4,500	1.00	4,725	1.00	4,960	1.00	5,208	
Secretary I	Burke, Hazel	3,900- 5,000	1.00	3,900	1.00	4,095	1.00	4,300	1.00	4,515	
Clerk II	Worth, Peggy	3,600- 4,500	1.00	3,600	1.00	3,780	1.00	3,970	1.00	4,170	
Clerk I	Brown, Nancy R.	--	.25	900	.25	900	.25	945	.25	995	
TOTAL CURRENT LEVEL POSITIONS			5.25	30,500	5.25	31,980	5.25	33,579	5.25	35,259	
TOTAL NEW POSITIONS - EXPANDED SERVICES (Form 101A-73)							-0-	-0-	-0-	-0-	
TOTAL NEW POSITIONS - NEW SERVICE REQUIREMENTS (Form 101A-73)							-0-	-0-	-0-	-0-	
TOTAL SALARIES & WAGES			5.25	30,500	5.25	31,980	5.25	33,579	5.25	35,259	

STATE OF MONTANA				Form 192-1	
BUDGET JUSTIFICATION				1973 REQUESTED	BUDGET OFF. USE ONLY
EMPLOYEE BENEFITS					
UNIT OR AGENCY - STATE WATER DEPARTMENT					
PROGRAM OR FUNCTION - CENTRAL OPERATIONS					
Public Employees Retirement System					
.043 X	33,379	1,444		1,516	
Annual Earnings					
Teachers Retirement System					
.045 X	-0-	-0-		-0-	
Annual Earnings					
Industrial Accident					
.0015 X	14,175	21		22	
Annual Earnings					
.0050 X	19,404	97		102	
Annual Earnings					
.0180 X					
Annual Earnings					
Rate					
Annual Earnings					
F.I.C.A. (Social Security)					
.052 X	29,775	1,548		1,585	
Annual Earnings to \$7,800.					
Employee Insurance					
5.00 X	\$85.00	425		425	
No. of Participating Employees					
Average State Contribution					
TOTAL EMPLOYEE BENEFITS				3,535	
CURRENT LEVEL SERVICES				3,535	
EXPANDED SERVICES					
NEW SERVICE REQUIREMENTS					
TOTAL EMPLOYEE BENEFITS				3,535	

UTILITIES & TRAVEL		STATE OF MONTANA BUDGET JUSTIFICATION					Form 113-73	
UNIT OR AGENCY	STATE WATER DEPARTMENT	1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED	
PROGRAM OR FUNCTION: CENTRAL OPERATIONS								
UTILITIES								
	Current Level Services	621	725	775	800			
	Expanded Services							
	New Service Requirements							
TOTAL UTILITIES		621	725	775	800			
AGENCY CATEGORY (specify)								
	Electricity	300	350	375	375			
	Gas	321	375	400	425			
	Water							
TOTAL UTILITIES		621	725	775	800			
Do not expand or new service requirements								
TRAVEL (In-State)								
	Current Level Services	629	674	700	750			
	Expanded Services							
	New Service Requirements							
TOTAL IN-STATE TRAVEL		629	674	700	750			
TRAVEL (Out-of-State)								
	Current Level Services	80	120	200	200			
	Expanded Services							
	New Service Requirements							
TOTAL OUT-OF-STATE TRAVEL		80	120	200	200			
TOTAL TRAVEL (a)		709	794	900	950			
Do not expand or new service requirements								

1. Do not expand, alter, add, and costs of operating motor vehicles

CONTRACTED SERVICES & SPECIAL FEES

UNIT OR AGENCY STATE WATER DEPARTMENT
PROGRAM OR FUNCTION CENTRAL OPERATIONS

CONTRACTED SERVICES

Current Level Services

Expanded Services

New Service Requirements

TOTAL CONTRACTED SERVICES

AGENCY CATEGORY (specify)

Pro Rata

Dues & Subscriptions

Bond & Insurance

Other

TOTAL CONTRACTED SERVICES

Describe expanded or new service requirements:

Form 115-73

1971 BIENNium		1973 BIENNium		1972	1973
1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED (Budget Office Use Only)	1973
464	523	550	575		
464	523	550	575		
-0-	-0-	-0-	-0-		
229	235	240	240		
200	225	225	250		
35	63	85	85		
464	523	550	575		

SPECIAL FEES

Current Level Services

Expanded Services

New Service Requirements

TOTAL SPECIAL FEES

AGENCY CATEGORY (specify)

Board or Commission

Attorney

Accounting or Auditing

TOTAL SPECIAL FEES

Describe expanded or new service requirements:

200	234	250	250	
200	234	250	250	
75	100	125	125	
125	134	125	125	
200	234	250	250	

<div>REPAIRS & MAINTENANCE</div> <div>STATE OF MONTANA</div> <div>BUDGET JUSTIFICATION</div>		<div>Form 117-3</div>	
<div>UNIT OR AGENCY STATE WATER DEPARTMENT</div> <div>PROGRAM OR FUNCTION CENTRAL OPERATIONS</div> <div>FISCAL YEAR 1972 Page 1 of 1 Pages</div>	NARRATIVE JUSTIFICATION	ESTIMATED COST	BUDGET OFF USE ONLY
<div>List Repairs & Maintenance projects requested in priority order:</div> <div>Typewriters (2)</div> <div>Calculators (2)</div> <div>Fiscal Year 1973</div> <div>Typewriters (2)</div> <div>Calculators (2)</div>	<div>Normal periodic repair on 3 year old typewriters</div> <div>Calculators are 4 and 5 years old and require increasing repair.</div> <div>Normal repair as above for the 1973 fiscal year</div> <div>Repair & Maintenance for calculators</div>	<div>100</div> <div>75</div> <div>175</div> <div>100</div> <div>75</div> <div>175</div>	
TOTAL REPAIRS & MAINTENANCE			

STATE OF MONTANA BUDGET JUSTIFICATION				Form 121-73
CAPITAL EQUIPMENT UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION GENERAL OPERATIONS FISCAL YEAR 1972 Page 1 of 1 Pages	QUANTITY	NARRATIVE JUSTIFICATION	COST	BUDGET OFFICE USE ONLY
REPLACEMENT OF EXISTING EQUIPMENT (1) Calculator	1	To replace calculator presently 5 years old which is requiring excessive repair (\$85) during last fiscal year. The machine is now due for a complete overhaul.	500	
TOTAL REPLACEMENT OF EXISTING EQUIPMENT			500	
NEW EQUIPMENT ACQUISITION Desk, Executive	1	To replace desk borrowed from the Finance Office.	200	
TOTAL NEW EQUIPMENT ACQUISITIONS			200	
TOTAL CAPITAL EQUIPMENT			700	

(1) Include condition and date of acquisition in narrative justification for all equipment being replaced.

STATE OF MONTANA BUDGET JUSTIFICATION				Form 121-73	
CAPITAL EQUIPMENT UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION CENTRAL OPERATIONS FISCAL YEAR 1973 Page 1 of 1 Pages	QUANTITY	NARRATIVE JUSTIFICATION	COST	BUDGET OFFICE USE ONLY	
REPLACEMENT OF EXISTING EQUIPMENT ⁽¹⁾ Automobile, Passenger	1	The automobile used by this Department logs 50,000 miles per year. A complete overhaul is now pending at 100,000; however, it is not advisable. This automobile is requested on the basis of programmed replacement at 100,000 miles	2,000		
TOTAL REPLACEMENT OF EXISTING EQUIPMENT			2,000		
NEW EQUIPMENT ACQUISITION					
TOTAL NEW EQUIPMENT ACQUISITIONS					
TOTAL CAPITAL EQUIPMENT			2,000		

(1) Include condition and date of acquisition in narrative justification for all equipment being replaced.

GRANTS & BENEFITS

STATE OF MONTANA
BUDGET JUSTIFICATION

Form 131-73

UNIT OR AGENCY STATE WATER DEPARTMENT
PROGRAM OR FUNCTION CENTRAL OPERATIONS
FISCAL YEAR 1972*List identifiable Grants & Benefits categories individually:*

Planning for city water departments.

This agency reviews all applications under Title X of the Federal Program. Approved grants are distributed to cities and towns through this office. A grant application form is attached for further information.

1973 Fiscal Year

Same as above

UNIT OR AGENCY PROGRAM OR FUNCTION FISCAL YEAR 1972	STATE WATER DEPARTMENT CENTRAL OPERATIONS	AMOUNT	FINANCING			DESCRIBE BASIS FOR DISTRIBUTION OF GRANTS & BENEFITS
			GENERAL FUND	FEDERAL FUNDS	OTHER FUNDS	
<i>List identifiable Grants & Benefits categories individually:</i> Planning for city water departments. This agency reviews all applications under Title X of the Federal Program. Approved grants are distributed to cities and towns through this office. A grant application form is attached for further information. 1973 Fiscal Year Same as above		50,000	-0-	50,000	-0-	These grants are distributed on the basis of individual applications from the various cities as reviewed by this office and approved by the granting Federal agencies. Same as above
		60,000	-0-	60,000	-0-	
TOTAL GRANTS & BENEFITS						

Same as above

STATE OF MONTANA

DETAIL OF PROGRAM COSTS

AGENCY BUDGET WORK SHEET

Form 310-23

UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM MAINTENANCE & SERVICE	1969 BIENNium		1971 BIENNium		1973 BIENNium		1973 BIENNium RECOMMENDED 1972 (Budget Office Use Only)
	EXPENDED 1968	EXPENDED 1969	EXPENDED 1970	ANTICIPATED 1971	REQUESTED 1972	REQUESTED 1973	
FULL TIME EQUIVALENT EMPLOYEES	6.00	6.75	6.75	7.00	10.00	10.00	
01 Salaries & Wages	39,965	42,727	44,850	48,000	69,540	72,950	
02 Employee Benefits	3,251	3,514	3,960	5,625	7,770	8,068	
Total Personal Services	43,216	46,241	48,810	53,625	77,310	81,018	
11 Supplies & Materials	18,726	20,549	22,423	25,586	44,000	45,200	
12 Communications	487	526	542	632	650	700	
13 Utilities	1,156	1,225	1,390	1,500	1,600	1,700	
14 Travel	786	803	846	873	1,150	1,200	
15 Contracted Services	1,249	1,360	1,552	1,627	1,650	1,700	
16 Special Fees	-0-	230	-0-	-0-	1,500	-0-	
17 Repairs & Maintenance - Equipment	2,682	3,350	3,785	4,050	4,500	3,000	
18 Repairs & Maintenance - Land	543	427	652	400	750	500	
19 Repairs & Maintenance - Buildings	1,456	1,389	1,432	1,500	1,750	2,000	
Total Operation	27,085	29,859	32,622	36,268	57,550	56,000	
21 Capital - Equipment	6,254	5,326	2,203	4,527	18,300	1,900	
22 Capital - Livestock							
Total Capital	6,254	5,326	2,203	4,527	18,300	1,900	
TOTAL OPERATING COSTS	76,555	81,426	83,635	94,420	153,160	138,918	
31 Grants & Benefits (specify)	-0-	-0-	-0-	-0-	-0-	-0-	
TOTAL GRANTS & BENEFITS	-0-	-0-	-0-	-0-	-0-	-0-	
TOTAL PROGRAM COSTS	76,555	81,426	83,635	94,420	153,160	138,918	
EXPENDITURES BY FUND AND/OR ACCOUNT (specify)							
General Fund	-0-	-0-	-0-	-0-	26,660	9,918	
Earmarked Revenue Fund					126,500	129,000	
Water Department Account	76,555	81,426	83,635	94,420			
TOTAL FUNDING	76,555	81,426	83,635	94,420	153,160	138,918	

STATE OF MONTANA BUDGET JUSTIFICATION											
SALARIES & WAGES (CURRENT LEVEL POSITIONS)											
Form 101-73											
UNIT OR AGENCY STATE WATER DEPARTMENT		PROGRAM OR FUNCTION MAINTENANCE & SERVICE		1970 EXPENDED		1971 ANTICIPATED		1972 REQUESTED		1973 REQUESTED	
POSITION CLASSIFICATION	EMPLOYEE NAME	SALARY RANGE	FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE
Maintenance Foreman	Bailey, Merlet	8,000-10,200	1.00	8,500	1.00	8,800	1.00	9,240	1.00	9,700	1.00
Maintenance Tech. III	Williams, H.R.	7,000- 8,500	1.00	7,400	1.00	7,600	1.00	7,980	1.00	8,350	1.00
Maintenance Tech. II	Stevens, C.B.	6,500- 8,000	1.00	6,600	1.00	6,800	1.00	7,140	1.00	7,490	1.00
Maintenance Tech. II	Brown, Charlie C.	6,500- 8,000	1.00	6,600	1.00	6,800	1.00	7,140	1.00	7,490	1.00
Maintenance Tech. II	Richards, Jacob	6,500- 8,000	1.00	6,600	1.00	6,800	1.00	7,140	1.00	7,490	1.00
Maintenance Tech. II	Vacant	6,500- 8,000	.75	4,950	1.00	6,800	1.00	7,140	1.00	7,490	1.00
Clerk	Berg, Lucille S.	4,000- 6,000	1.00	4,200	1.00	4,400	1.00	4,620	1.00	4,850	1.00
Maintenance Tech I	New Position	6,000- 7,500	-0-	-0-	-0-	-0-	1.00	6,000	1.00	6,300	1.00
TOTAL CURRENT LEVEL POSITIONS			6.75	44,850	7.00	48,000	8.00	56,400	8.00	59,160	8.00
TOTAL NEW POSITIONS - EXPANDED SERVICES (Form 101A-73)							1.00	7,140	1.00	7,490	1.00
TOTAL NEW POSITIONS - NEW SERVICE REQUIREMENTS (Form 101A-73)							1.00	6,000	1.00	6,300	1.00
TOTAL SALARIES & WAGES			6.75	44,850	7.00	48,000	10.00	69,540	10.00	72,950	10.00

(Budget Office Use Only)

SALARIES & WAGES (NEW POSITIONS REQUESTED)		STATE OF MONTANA		Form 101A-73			
UNIT OR AGENCY	STATE WATER DEPARTMENT	BUDGET JUSTIFICATION		1973 BIENNIIUM		1973 BIENNIIUM	
PROGRAM OR FUNCTION MAINTENANCE & SERVICE				1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED
POSITION CLASSIFICATION (EXPANDED SERVICES)	JUSTIFICATION	FTE	SALARY	FTE	SALARY	FTE	SALARY
Maintenance Tech. II	Due to new construction in the Capitol Complex, a new position is requested to handle the additional workload in expanding services to new buildings.	1.00	7,140	1.00	7,490		
TOTAL NEW POSITIONS - EXPANDED SERVICES		1.00	7,140	1.00	7,490		
POSITION CLASSIFICATION (NEW SERVICE REQUIREMENTS)							
Mechanic I	This position is requested to enable the Department to do its own vehicle maintenance. In the past, this work has been performed on a contract basis by a private garage. It is felt that considerable savings would result from this action	1.00	6,000	1.00	6,300		
TOTAL NEW POSITIONS - NEW SERVICE REQUIREMENTS		1.00	6,000	1.00	6,300		

STATE OF MONTANA				Form 102-3	
EMPLOYEE BENEFITS		BUDGET JUSTIFICATION		BUDGET OFF USE ONLY	
UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERVICE		1972 REQUESTED	BUDGET OFF USE ONLY	1973 REQUESTED	BUDGET OFF USE ONLY
Public Employees Retirement System .043 X 69,540 Annual Earnings		2,990		3,137	
Teachers Retirement System .045 X -0- Annual Earnings					
Industrial Accident .0015 X Annual Earnings .0050 X 69,540 Annual Earnings .0180 X Annual Earnings		348		365	
Rate Annual Earnings					
F.I.C.A. (Social Security) .052 X 67,920 Annual Earnings to \$7,800.		3,532		3,666	
Employee Insurance 10 X 90		900		900	
No. of Participating Employees Average State Contribution					
TOTAL EMPLOYEE BENEFITS		7,770		8,068	
CURRENT LEVEL SERVICES		6,276		6,509	
EXPANDED SERVICES		804		838	
NEW SERVICE REQUIREMENTS		690		721	
TOTAL EMPLOYEE BENEFITS		7,770		8,068	

STATE OF MONTANA							Form 111-73
SUPPLIES & MATERIALS & COMMUNICATIONS							
BUDGET JUSTIFICATION							
UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERVICE	1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED (Budget Office Use Only)	1973 RECOMMENDED	
SUPPLIES & MATERIALS							
Current Level Services	22,423	25,686	29,000	28,200			
Expanded Services			10,000	12,000			
New Service Requirements			5,000	5,000			
TOTAL SUPPLIES & MATERIALS	22,423	25,686	44,000	45,200			
AGENCY CATEGORY (specify)							
Water Treatment & Plumbing Shop	15,903	18,391	31,550	32,000			
Paint Shop & Boiler Room	6,520	7,295	7,450	8,200			
Mechanic Shop	-0-	-0-	3,000	3,000			
Fire Supplies	-0-	-0-	2,000	2,000			
TOTAL SUPPLIES & MATERIALS	22,423	25,686	44,000	45,200			
<i>Describe expanded or new service requirements:</i>							
Expanded service requirements result from new buildings needing water service. Additional water treatment chemicals and plumbing supplies will be required to fulfill this need.							
New service requirements are tools for the requested mechanics position and supplies to fulfill a need for fire protection on Capitol Grounds.							
COMMUNICATIONS							
Current Level Services	542	632	650	700			
Expanded Service							
New Service Requirements							
TOTAL COMMUNICATIONS	542	632	650	700			
AGENCY CATEGORY (specify)							
Telephone	218	227	250	275			
Telegraph							
Postage	324	405	400	425			
TOTAL COMMUNICATIONS	542	632	650	700			
<i>Describe expanded or new service requirements:</i>							

UTILITIES & TRAVEL

STATE OF MONTANA BUDGET JUSTIFICATION

Form 113-73

UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERVICE	1971 BIENNIAL		1972 BIENNIAL		1973 BIENNIAL	
	1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED
UTILITIES						
Current Level Services	1,390	1,500	1,600	1,700		
Expanded Services						
New Service Requirements						
TOTAL UTILITIES	1,390	1,500	1,600	1,700		
AGENCY CATEGORY (specify)						
Electricity	845	900	950	1,000		
Gas	545	600	650	700		
Water						
TOTAL UTILITIES	1,390	1,500	1,600	1,700		

Deerhide expanded for new service requirements

TRAVEL (In-State)						
Current Level Services	846	873	900	950		
Expanded Services			250	250		
New Service Requirements						
TOTAL IN-STATE TRAVEL	846	873	1,150	1,200		
TRAVEL (Out-of-State)						
Current Level Services	-0-	-0-	-0-	-0-		
Expanded Services						
New Service Requirements						
TOTAL OUT-OF-STATE TRAVEL	-0-	-0-	-0-	-0-		
TOTAL TRAVEL	846	873	1,150	1,200		

Deerhide expanded for new service requirements

Expanded service to new buildings requires additional trips to supplier to obtain pipe and fittings.

Includes: maintenance, repair, and costs of operation of motor vehicles

CONTRACTED SERVICES & SPECIAL FEES

STATE OF MONTANA
BUDGET JUSTIFICATION

Form 115-73

UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERVICE	1970 BIENNium		1971 BIENNium		1972 BIENNium		1973 BIENNium	
	1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED	(Budget Office Use Only)	
CONTRACTED SERVICES								
Current Level Services	1,552	1,627	1,650	1,700				
Expanded Services								
New Service Requirements								
TOTAL CONTRACTED SERVICES	1,552	1,627	1,650	1,700				
AGENCY CATEGORY (specify)								
Pro Rata	152	177	200	200				
Insurance & Bond	1,400	1,450	1,450	1,500				
TOTAL CONTRACTED SERVICES	1,552	1,627	1,650	1,700				

Describe expanded or new service requirements:

SPECIAL FEES

Current Level Services	-0-	-0-	1,500	-0-		
Expanded Services						
New Service Requirements						
TOTAL SPECIAL FEES	-0-	-0-	1,500	-0-		
AGENCY CATEGORY (specify)						
Board or Commission						
Attorney						
Accounting or Auditing	-0-	-0-	1,500	-0-		
TOTAL SPECIAL FEES	-0-	-0-	1,500	-0-		

Describe expanded or new service requirements:

STATE OF MONTANA BUDGET JUSTIFICATION		Form 11-73	
REPAIRS & MAINTENANCE	NARRATIVE JUSTIFICATION	ESTIMATED COST	BUDGET OFF USE ONLY
UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERVICE FISCAL YEAR 1972 Page 1 of 1 Pages			
List Repairs & Maintenance projects requested in priority order:			
Equipment			
Repair East Water Line	The water lines in this area require repair beyond normal because of ground moisture conditions. Plans for this year call for replacement of five miles of line.	2,500	
Regular Repair & Maintenance	Day-to-day repair requirements for 126 miles of water line have amounted to \$15.87 per mile during the past fiscal year. This expense is constantly increasing since the system is now 12 years old and has required additional attention.	2,000	
	Total Equipment	4,500	
Land			
Grade & patch streets in shop area	Repair the streets broken up by heavy use and weather	750	
Buildings			
Maintain buildings	Ordinary repair of administration and maintenance buildings	1,750	
Equipment			
Regular repair & maintenance	Day-to-day repair requirements as outlined for the 1972 fiscal year.	3,000	
Land			
Grade & patch streets in administration area	The streets in the administration area require patching on a two-year basis because of the heavy traffic in this area.	500	
Buildings			
Maintain buildings	Ordinary repair of maintenance and administration buildings	2,000	
TOTAL REPAIRS & MAINTENANCE			

CAPITAL EQUIPMENT				STATE OF MONTANA BUDGET JUSTIFICATION		Form 121-73	
UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERV FISCAL YEAR 1972 Page 1 of 1 Pages	QUANTITY	NARRATIVE JUSTIFICATION	COST	BUDGET OFFICE USE ONLY			
REPLACEMENT OF EXISTING EQUIPMENT (1) <i>(List capital items requested in priority order)</i>							
Industrial Tractor with Back Hoe	1	To replace unit purchased in 1958 which is used daily for repair of water lines. Condition is very poor and repair costs are becoming prohibitive.	14,000				
Pick-up Truck (½ Ton)	1	Normal replacement of trucks on a programmed basis. The truck to be replaced, purchased in June, 1965, will have 85,000 miles logged at the time of replacement.	1,800				
TOTAL REPLACEMENT OF EXISTING EQUIPMENT			15,800				
NEW EQUIPMENT ACQUISITION							
Pick-up Truck (½ Ton)	1	A new truck will be required for an additional employee requested in this fiscal year.	1,900				
Pipe Threader, Dies, Taps, & Vice	1	To provide necessary equipment for a new position requested in this fiscal year.	600				
TOTAL NEW EQUIPMENT ACQUISITIONS			2,500				
TOTAL CAPITAL EQUIPMENT			18,300				

(1) Include condition and date of acquisition in narrative justification for all equipment being replaced.

CAPITAL EQUIPMENT			STATE OF MONTANA BUDGET JUSTIFICATION		Form 121-73
UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERV. FISCAL YEAR 1973 Page 1 of 1 Pages	QUANTITY	NARRATIVE JUSTIFICATION	COST	BUDGET OFFICE USE ONLY	
REPLACEMENT OF EXISTING EQUIPMENT (1) Pick-up Truck (½ Ton)	1	Programmed replacement of one truck per year at 85,000 miles. Truck to be replaced was purchased in June, 1966.	1,900		
TOTAL REPLACEMENT OF EXISTING EQUIPMENT			1,900		
NEW EQUIPMENT ACQUISITION					
TOTAL NEW EQUIPMENT ACQUISITIONS			-0-		
TOTAL CAPITAL EQUIPMENT			1,900		

(1) Include condition and date of acquisition in narrative justification for all equipment being replaced.

